

Ms. Donna Gregory  
Director, Nationwide Examining Policy Office  
U.S. Office of Personnel Management  
Room 2469  
1900 E Street NW  
Washington, DC 20415

July 18, 2000

Dear Ms. Gregory:

After reviewing the GS-1410 series qualifications standards published by OPM and meeting with Ed McHugh and Cynthia Diane from your office, the Personnel Working Group of the Federal Library and Information Center Committee is recommending several edits and updates to address immediate concerns with the current requirements. Although we believe more substantial revisions are ultimately needed, we propose the following modifications to simplify and clarify the qualifications for agency human resource specialists and library managers until more fundamental improvements can be validated.

The following recommendations are reflected in the enclosed markup of the GS-1410 qualifications from the OPM Website:

1. Locate the Librarian series within the Professional and Scientific Series. It is appropriate to place librarians with archivists, education researchers, education services, etc. as "professional and scientific," as long as that does not compromise the GS-9 entry level.
2. In the GS-7 requirements:
  - eliminate the current paragraph B which references the outdated and rarely applicable 5<sup>th</sup> year degree.
  - in paragraph C (new paragraph B), delete the "or" from "...and/or experience;" insert "and information" between "library" and "services" at the end of the second sentence; and delete the four examples, which both librarians and personnelists find confusing or misleading.

3. Modify the first paragraph under “Basic Requirements” to reflect the change in 2, above (i.e., “...or possess equivalent experience and education...”) and to make it clear that GS-9 is the appropriate entry level for most positions (i.e., “...as a standard practice applicants enter at grade GS-9...”).
4. In the second paragraph under “Basic Requirements,” delete the second sentence (beginning “Such subject-matter knowledge...”) which is not helpful at best and inaccurate at worst. At the end of that same paragraph, replace “Arabic” with “Semitic.”

It is our assumption that the revised requirements should skip from paragraph e of the specialization requirements to the final paragraph covering supervisory and administrative positions. (We assume that qualifications for positions at GS-9 and above will follow the tables for Professional and Scientific Series.) Please let us know if this is not the case.

We appreciate the explanations, advice and assistance we received from Mr. McHugh and Ms. Diane as the working group studied the GS-1410 qualifications requirements and invited comments from the broader federal library community. We look forward to continuing this constructive working relationship with OPM experts as we strive to further improve the librarian qualifications so that federal libraries and information centers can succeed in attracting the most qualified librarians to serve the government’s future and ongoing information and research needs.

Sincerely,

Thomas A. Downing  
Chair, Personnel Working Group  
Federal Library and Information Center Committee

cc. Cynthia Diane, OPM